

5 January 2009

Personnel

COMMUNITY STANDARDS



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Purpose: This instruction implements Air Force Policy Directive 36-29, *Military Standards*, USCENTCOM General Order 1B, and AFCENT General Order 1B. It establishes standards of conduct for Air Force personnel assigned or attached to the 455th Air Expeditionary Wing, Afghanistan and should be used in conjunction with the CJTF Standards Book. This operating instruction supplements all applicable and related laws, Air Force policies, and Department of Defense directives, and will be reviewed annually and updated as required.

Applicability: This General Operating Instruction (GOI) applies to all United States Air Force personnel assigned to, attached to, and transiting through the 455 AEW and associated units in Afghanistan; personnel assigned to or associated with 455 AEW in an ADCON, OPCON, and/or TACON capacity; other U.S. military personnel, civilians, and contractors residing within the confines of USAF-operated camps/installations; and civilians and contractor personnel serving with, employed by, visiting, accompanying, or transiting through 455 AEW and associated units. Airmen assigned to United States Army units or to a billet designated in the Joint manning document will comply with this instruction and follow policies established by the deployed Task Force or unit of assignment. In case where this guidance conflicts with Task Force or TACON guidance, Airmen should follow the more restrictive of the two.

Personnel are required to review this instruction and applicable base and wing policies within 3 days of arrival in Afghanistan. Commanders are responsible for ensuring that their personnel are familiar with and comply with these Community Standards

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CHAPTER 1

STANDARDS AND GUIDELINES FOR ALL PERSONNEL

1. Standards of Conduct

1.1. Air Force personnel deployed to the USCENTCOM AOR are subject to USCENTCOM General Order 1B (See link at Atch 2). Air Force personnel assigned or attached to expeditionary units in the USCENTCOM AOR, and civilians serving with, employed by, or accompanying such forces, are bound by USCENTCOM GO-1B, AFCENT GO-1B (See link at Atch 2), and this instruction. Personnel at Bagram Airfield (BAF) and associated CJTF 101 operating locations must also abide by CJTF General Order 1 (See link at Atch 2).

1.2. Violations of this instruction by military personnel are punishable under the Uniformed Code of Military Justice (UCMJ). Violations by civilian employees are subject to administrative disciplinary action and/or termination of employment and redeployment.

1.3. All Airmen are expected to adhere to standards at all times, whether alone or in the presence of others. All personnel will adhere to Air Force policies on personal and professional conduct, and will exhibit proper customs and courtesies unless the tactical situation or safety of personnel require exceptions.

1.4. Harassment, unlawful discrimination, or reprisal will not be tolerated. Use of inappropriate or offensive nicknames and call signs are prohibited and will not be used in conversation or written correspondence. Personnel will be courteous and respectful to others.

2. Arrival and Departure Procedures

2.1. Air Force personnel arriving to Bagram Airfield (BAF) will immediately in-process with Personnel Support for Contingency Operations (PERSCO). In-processing includes completing the AF Form 245, *Employment Locator and Processing Checklist*. PERSCO will brief newly arrived personnel on the policies and procedures for living on BAF.

2.1.1. The 455 AEW newcomers briefing, *Combat Orientation*, is mandatory for all personnel within 14 calendar days after arrival, regardless of length of deployment period.

2.1.2 Individuals assigned to the 455 AEW who do not transit through Bagram will in-process with the applicable PERSCO team in accordance with local requirements.

2.2. BAF assigned personnel departing the confines of the airfield, whether by air or ground travel, must have prior approval from the wing commander or designated representative.

2.2.1. PERSCO must be notified if/when overnight stays outside of BAF are necessary.

2.3. Redeployment Departure.

2.3.1. A copy of the deployment order and completed out-processing checklist must be submitted to PERSCO prior to departure. If mission operations require, the first sergeants of flying units may coordinate out-processing of flight personnel with PERSCO.

2.3.2. To facilitate completing a successful deployment, personnel are required to receive the *Finish Strong* briefing no later than 6 weeks prior to redeployment. The 455 AEW Commander or designated representative gives this briefing. It emphasizes safety and adhering to standards, and prepares the members for redeployment.

2.3.3. Personnel are required to complete their out-processing by attending *Combat Push* within 3 days of redeployment. Combat Push provides a one-stop out processing - normally conducted at the recreation tent.

3. General Guidelines

3.1. Commanders will establish work schedules conducive to accomplishing the respective missions. A standard duty period consists of a 12-hour block of time. Organizations will ensure personnel are available to answer phones and conduct business 0300Z-1500Z/0730L-1930L.

3.2. Sundays are minimum manning days except in organizations that support 24/7 operations. The general rule is all personnel should get 1 day off every 7 days as the mission will support. Days off may be cancelled at the discretion of commanders for operational reasons.

3.3. Each organization is responsible for accountability at all times. Personnel must inform their chain of command of their whereabouts so the unit can locate them in a reasonable amount of time should a contingency/emergency event occur.

3.4. The 455 AEW standard for time reference is ZULU time. Office hours, schedules, shifts, and appointments will be made in ZULU time. Coordination between agencies will be made using the ZULU time standard. In addition, all units will use the universal master clock (DSN 312-762-1401) to synchronize time. Local time is ZULU + 4.5.

3.5. The commander of the 455th Expeditionary Mission Support Group (455 EMSG) is responsible for the management, operation, maintenance, and sustainment of Camps Cunningham and Yoon and other Air Force-managed real estate property on BAF. This responsibility is extended down to the 455th Expeditionary Force Support Squadron superintendent, who also serves as Camp Mayor. The 455th Expeditionary Civil Engineering Squadron superintendent serves as the Deputy Camp Mayor.

3.6. Vehicle parking must be in accordance with the 455 AEW parking plan established and managed by 455 EMSG. Due to limited space for parking, illegally parked vehicles will be ticketed and/or towed. Multiple parking violations by any unit may result in a reduction of vehicles for the unit. The 455 EMSG/CC will approve any and all changes to the parking plan.

3.7. Airman additional duty details, (i.e., "Troops to Tasks") on BAF will be executed under the auspices of the Combined Joint Task Force leadership, and managed through the 455 AEW Command Chief. Once assigned, participation is mandatory.

3.8. Taking pictures or making video recordings of flight line operations, including entry control points and security measures, is prohibited unless specifically authorized in writing by 455 AEW/PA and 455 ESFS.

4. Fallen Comrade Ceremony

4.1. CJTF guidance on the Fallen Comrade Ceremony will be followed. ([Fallen Comrade Ceremony](#))

4.2. The Fallen Comrade Ceremony is a mandatory formation for all personnel not performing mission critical duties, or in regulatory crew rest for mission critical duties. All Fitness and recreation facilities will be closed 30 minutes prior to the start of the Fallen Comrade Ceremony and will reopen 15 minutes after the ceremony is concluded.

4.2.1. Military personnel will post along Disney Drive, Echo Way, or in a single line along the flight line. All personnel must be in an authorized duty uniform. The Physical Training Uniform (PTU) is not authorized.

4.2.2. Military personnel will stand at Parade Rest and will come to Attention as the procession approaches. All personnel will render and hold a salute as the procession passes. Those carrying the M-16/M-4 will sling arms and render a salute. Personnel will stand fast until the procession is out of sight and are then dismissed.

4.2.3. Remove and store reflective belts and sunglasses while in formation during the ceremony.

5. Safety and Health

5.1. Landmines and unexploded ordnance (UXO) pose a serious threat on BAF and throughout Afghanistan. Remain on prepared surfaces and stay clear of areas marked as mined. ***DO NOT TOUCH OR MOVE A SUSPECTED UXO.*** Immediately report all UXOs or landmines through your chain of command to the Wing Command Post.

5.1.1. Altering or removing minefield markings is prohibited.

5.1.2. Entering a marked minefield or an area where there is information that mines may be located is prohibited for all personnel except mine-clearing personnel in the performance of their duties, unless absolutely necessary for mission accomplishment as determined by the Incident Commander.

5.2. Reflective Gear.

5.2.1. During the hours of darkness or reduced visibility, personnel will wear either a reflective belt, a reflective vest, or the PTU. When worn, the reflective belt will be positioned around the waist, not diagonally across the shoulder. A reflective belt is not required with the PTU.

5.2.2. Personnel who do not have a reflective belt, a reflective vest or PTU, will carry an operational flashlight (turned on) during hours of darkness or reduced visibility until proper reflective gear is obtained.

5.2.3. Reflective gear will not be worn during tactical operations, covert lighting operations (blackout conditions), or by Security Forces personnel in the performance of their duties.

5.3. Vehicle Use and Safety.

5.3.1. Installation, forward operating base (FOB), and operating location (OL) speed limits are set by their respective commanders. BAF speed limits are 15 MPH/25 KPH on hard surfaces and gravel roads, or reduced as posted, 5 MPH/8 KPH is the limit in all living, recreation, and work areas, and at all times in Air Force-managed camps (e.g., Camp Cunningham, Camp Yoon) to protect pedestrians. Vehicle traffic in these camps is limited to mission essential traffic, emergency response, or utility repair and maintenance.

5.3.2. Airmen ticketed for any traffic infraction (seatbelt, speeding, etc.) will lose driving privileges for 30 days for the first offense, and for the duration of the deployment for subsequent offenses.

5.3.3. Disney Drive is closed to vehicle traffic during spring/summer 0030Z–0230Z/0500L–0700L and during fall/winter 0100Z–0300Z/0530L–0700L to permit physical training (PT) without excessive vehicle hazards. Only drivers with written authorization from the Base Operations Command Sergeant Major will be permitted to drive on Disney Drive during the morning PT period.

5.3.4. Seatbelts will be worn while driving or riding in any vehicle with seatbelts installed.

5.3.5. Passengers will not ride in the back of a pick-up truck unless all available seats in the cab are filled. Passengers in the rear of the vehicle will sit in the bed of the truck, not on the tailgate, wheel wells, side rails, or on baggage, boxes, or equipment. Passengers will not lean against or sit on the tailgate. Vehicle drivers are responsible for the safety of their passengers.

5.3.6. Airmen operating a vehicle equipped with seatbelt restraints, while personnel in the vehicle are not wearing their seatbelt, will lose driving privileges for 30 days for the first offense and for the duration of the deployment for subsequent offenses.

5.3.7. A hard helmet (A Department of Transportation, Snell Memorial Foundation, or American National Standard Institute approved helmet, Kevlar, MICH, or ACH) properly fastened under the chin will be worn with shatterproof eye protection while operating or riding all-terrain vehicles, military tactical vehicles, and other special purpose vehicles on BAF, including the flight line. Protective eye wear is not required if the vehicle has a windshield.

5.4. Water consumption - drink bottled water only. Tap water on BAF is decontaminated with chlorine, but not potable, and may cause diarrhea/illness when consumed. Persons may brush their teeth with tap water, but should avoid swallowing the water.

- 5.5. Brushing teeth or shaving anywhere other than latrine/shower facilities is not authorized.
- 5.6. Personnel should wash their hands frequently and always before eating and after using the latrine. Personnel will wash their hands upon entering the dining facility (DFAC).
- 5.7. On BAF, urinating or defecating anywhere other than latrines is strictly prohibited.
- 5.8. Workers with red or yellow badges are not permitted to use the latrine/shower facilities. Portable latrines are available for their use. If you observe a violation, take the badge number and report the violation to Raven Control at 431-4404.
- 5.9. Properly discard food items and wrappers. Place food items/wrappers in a plastic bag, tie or seal the bag, and discard in a dumpster. Do not discard food items, wrappers, or DFAC containers in living area trash cans. Do not place food containers in trash receptacles in the latrine/shower facilities.
- 5.10. Cooking inside and in the vicinity of living quarters is prohibited. This includes grilling and boiling operations. Items such as hotplates, deep fat fryers, indoor grills, and toaster ovens are prohibited. Microwave ovens may be used in work centers only.
- 5.11. Use of an open flame is not authorized on BAF. This prohibition also applies to contracted local national and international workers. Candles, incense or other burning devices are not authorized in or around living quarters.
- 5.12 Gas or charcoal barbecue grills, or approved classified document burn barrels will be kept at least 10 feet from any structure, or 25 feet from any tent when used. There must be a fire extinguisher on hand and they must be attended at all times while coals are hot. In no case will they be used under eaves, or under any overhead combustible construction.
- 5.12.1. Storage of charcoal and flammable liquids or gas inside or around the living quarters is prohibited. This includes barbecue fluid, lighter fluid and propane, etc.
- 5.13. Heat-producing devices such as irons, blow-dryers, and curling irons are permitted in living quarters, but must be attended when turned on.
- 5.13.1 Coffee makers are permitted in living and work areas; an Approval for Use memorandum signed by the Unit Fire Warden must be posted in the vicinity. Coffee makers must also meet the following additional requirements:
- (1) Must be unplugged when not in use.
 - (2) Will not be left unattended when on.
 - (3) Must be plugged directly into a wall outlet.
 - (4) Will be used only for their intended purpose.

Coffee makers with surface heating elements shall be placed on a non-combustible surface when in use.

5.14. Space heaters are not authorized in living quarters unless approved by the Lodging Manager.

5.15. The use of an electric blanket or heating pad is authorized during periods of extreme cold but they must be unplugged when not in use.

5.16. All lamps and lights must be kept a safe distance away from cloth, rubber or plastic to prevent a fire hazard. Makeshift lampshades are not authorized.

5.17. Extension cords may be used temporarily and must be of commercial grade. Extension cords may not be “piggybacked” or “daisy chained.” Overloading electrical outlets must be avoided and extension cords will not to be covered by any materials (e.g., carpets, boxes, etc.)

5.18. Do not tamper with, cover, or disable smoke detectors or fire extinguishers. If a problem or malfunction occurs with either of these safety items, contact the Camp Mayor immediately.

5.19. In case of fire, fire alarm or fire drill, personnel will evacuate living areas in a safe and speedy manner. During evacuation, personnel should sound off, as appropriate, “FIRE—EVACUATE” or “FIRE DRILL—EVACUATE.”

5.19.1. All 2nd and 3rd floor RLB residents must accomplish 455 AEW/CC approved RLB Emergency/Fire Egress training within 10 days of occupancy.

5.20. Personnel will take the malaria preventive medication as prescribed.

5.21. Personnel may use insect repellant and sunscreen creams as needed.

5.22. Health, Welfare, and Safety Inspections

5.22.1. At any time, the 455 AEW/CC may direct a Health, Welfare, and Safety Inspection of any living quarters for 455 AEW personnel to enhance and verify safety, health, security, good order and discipline, and accountability. Inspections will be accomplished in a reasonably expeditious manner. All persons residing in Air Force-managed camps and facilities are subject to and will comply with the Health, Welfare, and Safety Inspection.

5.22.2. Health, Welfare, and Safety Inspections may occur day or night with no-notice. All personnel will ensure their living quarters are accessible to the inspection team throughout the inspection. If the resident of a living space is unavailable due to crew rest or duty requirements, the Group First Sergeant will coordinate for the room to be inspected immediately upon availability of the resident. No living space will be deemed off limits for any reason.

5.22.3. Inspections of living quarters will be conducted by inspectors of the same gender as the resident, or be escorted by an inspector of the resident’s gender.

5.22.4. Lockers, bags, boxes, and all containers and storage units are subject to inspection and will be made accessible to the inspection team throughout the inspection. Inspectors are authorized to remove, break, or cut locks to access areas for inspection.

5.22.5. Inspectors will be authorized to confiscate contraband and correct safety hazards on site, particularly fire hazards.

5.22.6. Violations and the personnel involved will be documented in the inspection report prepared by the Health and Welfare Inspection Team Leader. Final inspection report will be submitted to the 455 AEW/CC within 72 hours following the inspection.

6. Security

6.1. Diligent OPSEC/COMSEC is the responsibility of all personnel at all times. Do not discuss sensitive or classified information on unsecured telephone lines, cellular/satellite/Iridium telephones, land mobile radios (LMRs), the internet, or in emails, public places, or in the presence of un-cleared interpreters, drivers, international personnel, and any other persons who do not possess an authorized need to know. Personnel are required to shred all address labels or papers containing names or other personal information.

6.1.1. Sensitive information includes, but is not limited to distinguished visitor schedules and itineraries, "outside the wire" travel requests, aircraft configurations, manning information, personnel rosters, force protection measures, and similar information.

6.1.2. Utilization of the Bagram incinerator or a properly authorized burn barrel is mandatory for burning classified/sensitive information that can not be properly disposed of in a shredder authorized to destroy classified information. All other documents should be shredded before they are discarded.

6.1.3. Check clothing pockets for sensitive or classified documents, and electronic media to include thumb drives, prior to laundry drop-off for washing by contractors.

6.2. Personnel are responsible for security, obligated to remain vigilant, and expected to take appropriate action as needed.

6.2.1. When encountering criminal or suspicious activity, detain the suspected persons and promptly call the 455th Expeditionary Security Forces (455 ESFS) Raven, 431-4404, and/or the Provost Marshal Office, 431-4610. Maintain visibility and control of suspected persons until control is transferred to Security Forces Raven and/or the Provost Marshal.

6.3. Personnel will comply with requirements of force protection levels, random anti-terrorism measures, and all procedural and physical security measures.

6.3.1. Crossing barriers is prohibited. This includes fences, concertina wire, concrete or sandbag barriers, rope, restricted area lines, cones, etc. Personnel may cross only at an authorized thoroughfare.

6.4 Bunkers will be used for emergency purposes only. Personnel will not linger or loiter in bunkers. Personnel will not abandon or store items in the bunkers. Tampering with the emergency kits/equipment in bunkers is prohibited.

6.4.1. Local national or international workers are not authorized to be in the bunkers, and will not linger, loiter, light fires, prepare/consume food, or wash in the bunkers. During attack situations, however, every reasonable effort will be made to permit local national or international workers to take cover in the bunkers.

7. Weapons and Ammunition

7.1 Personnel will maintain positive personal control of their weapon at all times. "Positive personal control" means the weapon is carried by the person, is under the control/guard of a known individual, or is secured behind two doors (e.g., locked wall locker inside locked room).

7.2. When outdoors, personnel will carry their weapon at all times unless in transit to or actively involved in physical fitness activity, or for brief periods (i.e., latrine break), depending on force protection levels. Persons possessing multiple weapons will ensure the un-carried weapon(s) is secured at all times. Squadron commanders should use judgment regarding securing weapons when individuals are performing flight line activities (i.e., maintainers performing aircraft maintenance, civil engineers placing concrete on the airfield, forklift drivers uploading/downloading aircraft).

7.3. Personnel will obtain assigned ammunition from 455 EMXS within 3 calendar days of arrival. Redeploying personnel will turn-in all ammunition to 455 EMXS no earlier than 72 hours before departure.

7.4. Weapons Handling and Clearing.

7.4.1. Weapons will only be cleared at an authorized clearing barrel in the presence of a clearing barrel official. The clearing barrel official must be a person with competent knowledge of the function of the weapon to be cleared.

7.4.2. Weapons will be cleaned and function checked at an authorized location on BAF. The only authorized location to clean, service, and function check a weapon on Camp Cunningham is at the 455 ESFS Guard Mount facility, Building 727.

7.4.3. Weapons will remain on "SAFE", with a loaded magazine inserted, and a round will NOT be chambered unless a different security posture is directed by the 455 AEW/CC. 455 ESFS, AFOSI personnel, and fighter aircrew flying combat missions may carry weapons with a chambered round while on duty, in accordance with applicable guidance.

7.4.4. The sling of the M-16/M-4 rifle will be carried over the shoulder to orient the weapon with the muzzle pointing toward the ground.

7.4.5. Weapons will not be carried concealed or under/into clothing or outer-garments.

7.4.6. Only shoulder holsters configured for muzzle-down carry are authorized.

7.5. Personnel will comply with random weapon clearing drills conducted by Security Forces. Weapon clearing drills will occur only at authorized clearing barrel locations.

7.6. Personnel will receive refresher training on M-16/M-4 and M-9 weapon handling and clearing barrel procedures during *Combat Orientation*, and as directed by the 455 AEW/CC. Group and squadron commanders may direct weapon handling training for their organizations.

7.7. Prior to placing the M-16/M-4 rifle in a gun rack, personnel may remove and stow the magazine. Upon departure, insert the magazine into the M-16/M-4 rifle. A clearing barrel is not required for removal/insertion of the magazine. These actions do not apply to the M-9 pistol.

8. Physical Training

8.1. PT is permitted on Disney Drive during spring/summer at 0030Z–0230Z / 0500L–0700L and during fall/winter at 0100Z–0300Z / 0530L–0700L.

8.2. Jog only on authorized routes. During hours of darkness, jogging will be limited to the sidewalk on the west side of Disney Drive between the North DFAC and the South intersection of Disney and Perimeter Road.

8.3. PT is not authorized on the flight line at any time.

8.4. Headphones/MP3 players may not be used while running or walking on BAF. Headphones will not be worn during transit.

9. Living in Expeditionary Environment

9.1. Keeping the camps clean and orderly is every person's responsibility.

9.1.1. Do not litter. When you encounter litter, pick it up and throw it in an appropriate trash receptacle. Dispose of beverage containers and food wrappings properly, not in latrine trash cans.

9.1.2. Keep common areas clean and neat. Common areas include, but are not limited to, latrines/showers, fitness centers, recreation center, learning resource center, roadways, walkways, and smoking areas. Sinks will be wiped clean following use, residual hair and trash will be swept off the floor, paper and plastic bottles will be deposited in trash receptacles, etc.

9.1.3. Personnel will clean their living area daily, maintaining the space in an orderly, professional fashion--bed made, clothes stored, dirty clothes in laundry bag, etc.

9.1.4. All residents are responsible for the cleanliness of the interior and exterior of their assigned living quarters. At no time will items or trash be stored or abandoned inside or in the vicinity of the living quarters.

9.1.5. Marking/writing on surfaces not intended for such markings/writings is prohibited.

9.2. Food items must not be left uncovered in the living areas. Any opened food must be sealed to prevent attracting insects, rodents, snakes, etc. Personal trash, including DFAC food containers, food wrappers and beverage containers will be disposed of in dumpsters and will not be deposited in common area or latrine trash cans.

9.3. Living areas are deemed in “Quiet Hours” at all times.

9.3.1. Use of earphones/headphones is required for personal entertainment equipment.

9.3.2. Morale-boosting music/concert events in recreation facilities will end no later than 1730Z/2200L.

9.4. Visitation by persons to the living area of a person of opposite gender, or permitting such visitation, is strictly prohibited except for official purposes as approved by the wing or group commander. See General Order 1 for more details.

9.5. Dormitory residents should keep rooms locked, if equipped, for privacy and protection.

9.6. Conserving water is mandatory for all personnel; gray water and black water disposal is of key concern as well.

9.6.1. “Combat showers” are mandatory in all shower facilities, including those in dormitory structures. To properly execute a combat shower, run water to wet your body, turn water off while applying soap and shampoo, then turn water back on to rinse. Total run time for water during showers will NOT exceed 3 minutes.

9.6.2. Do not leave water running while shaving, brushing teeth, washing dishware, etc.

9.7. Conserve electricity. Turn off lights, televisions, radios, air conditioners, and other appliances, except refrigerators, when not in your room or office. Light bulb wattage in living quarters will not exceed 60 watts. Energy-saving mini-fluorescent light bulbs are recommended.

9.8. Social areas in Air Force-managed camps will be accessible to all 455 AEW personnel.

9.9. Lodging space allocations are established and managed by 455th Expeditionary Force Support Squadron (455 EFSS) Services. 455 EFSS Services will allocate sufficient bed spaces in accordance with the unit’s assigned strength. Unit integrity will be considered, but space maximization is the higher priority.

9.10. Self-help construction in living areas will be coordinated with the Camp Mayor and EMSG/CC for approval prior to beginning the project. Exits and hallways will not be blocked. Interior doors to individual living spaces must have 32-inches of clearance to permit egress. Self-help construction presenting a health, fire, or safety hazard will be removed.

9.10.1. The following alterations to living areas are prohibited:

9.10.1.1. Use of nails, screws, or fasteners of any type that mars, damages, or alters the finished drywall surface of the ceilings and walls. This prohibition includes permanently/temporarily attaching shelving, shelf units, beds, desks, pictures/posters, etc.

9.10.1.2. Affixing fasteners or hooks to walls with a finished drywall surface in order to string cords/clothes lines/cables across the room, including, but not limited to, establishing a privacy curtain.

NOTE: Personnel may request 455 EFSS and/or Camp Mayor support to install approved hooks/fasteners in B-huts – not in RLBs.

9.10.1.3. Painting, artwork, and graffiti on walls, ceilings, or floors unless specifically approved by the 455 EFSS/CC and Camp Mayor.

9.10.1.4. Altering electrical circuits, locations of sockets, or defacing, altering, or tampering with any communication interface.

9.10.1.5. Diverting heating/cooling (Chigo/Amana) airflow by any device.

9.10.1.6. Altering the function of furnishings or structures. This prohibition applies to structures, wall units, desks, bunk beds, chairs, shelving, and all additional furnishings. Personnel may rearrange items within the living space, however, cutting, sanding, painting, affixing non-approved shelving/extensions, or otherwise altering the furnishings or structures requires prior approval of 455 EFSS/CC and Camp Mayor.

9.10.1.7. Altering, disabling or restricting access to smoke detectors, building alarm systems, fire extinguishers, interior and exterior door handles and locks, ceiling fans (if installed), bathroom fixtures, electrical/lighting circuits, or heating/cooling units.

9.10.1.8. Altering or defacing hallway and entrance surfaces. Artwork, artifacts, or photographs that are historical in nature and in good taste may be proposed to the 455 EFSS/CC for coordination and approval by appropriate authorities.

9.11. Facilities

9.11.1. The senior enlisted military member residing in the B-Hut living facility will serve as the Facility Manager (FM). Report changes in FM to 455 EFSS Services and the Camp Mayor monthly, and as changes occur. See Attachment 4 for additional details on Facility Manager responsibilities.

9.11.2. Report work order requirements and requests for construction or facility modification to the Camp Mayor.

9.12. Smoking and Tobacco Use

9.12.1. Tobacco use, including smokeless tobacco, is prohibited in any location other than a designated tobacco use area.

9.12.2. Secure expelled smokeless tobacco liquid (spit) in a sealed container before discarding the container into the dumpster. Discard consumed smokeless tobacco into appropriate trash receptacles, not on the ground.

9.12.3. Discard extinguished cigarettes, cigarette butts, and matches in an approved cigarette butt can. Do not discard these items in any other manner, including on the ground or in trash receptacles.

9.12.4 See Attachment 3 for additionally tobacco use policies and designated areas.

9.12.5. Tobacco users may be detailed to police discarded cigarettes/smoking items throughout the Air Force-managed camps on BAF.

A handwritten signature in dark ink, appearing to read 'J. Holmes', with a stylized flourish at the end.

JAMES M. HOLMES
Brigadier General, USAF
Commander, 455th Air Expeditionary Wing

Attachment 1

Other References

[AFPD 36-29, Military Standards](#)

[USCENTAF General Order 1B](#)

[Revised USCENTAF General Order 1B](#)

[CJTF-101 GO1](#)

BAF Fire Prevention Guide

455 AEW Dress & Appearance Standards

CJTF-101 Policy 5, Unauthorized Electrical Wiring

Attachment 2

Tobacco Use References and Designated Areas

AFI 40-102, *Tobacco Use in the Air Force*:

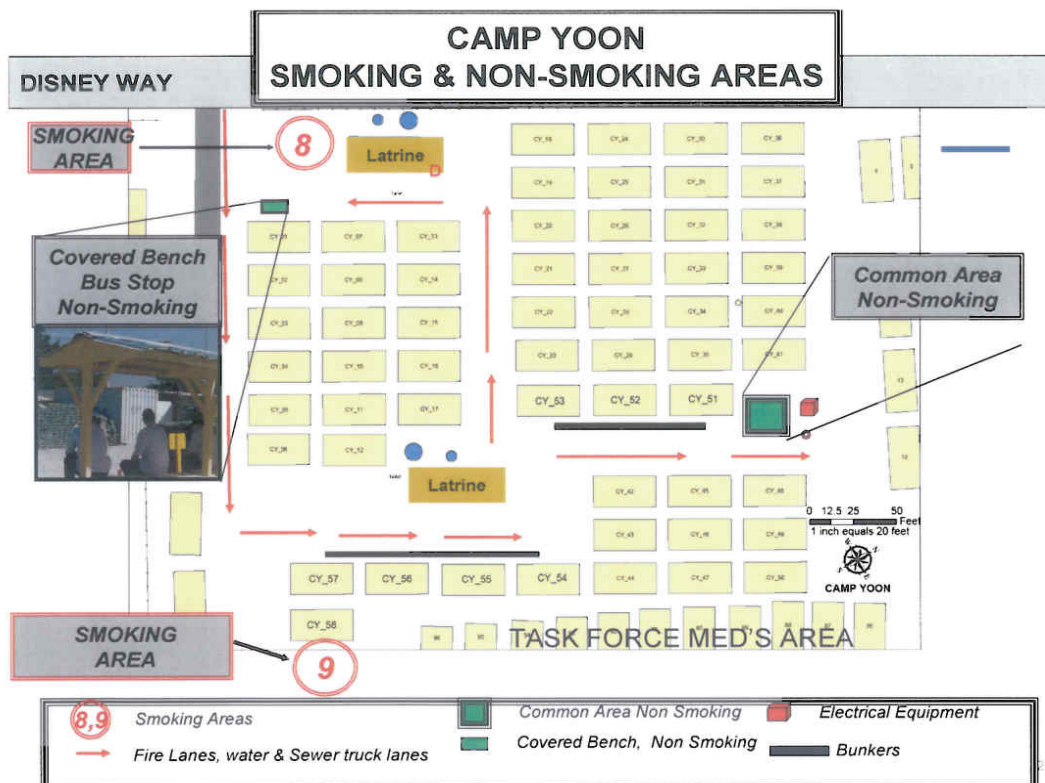
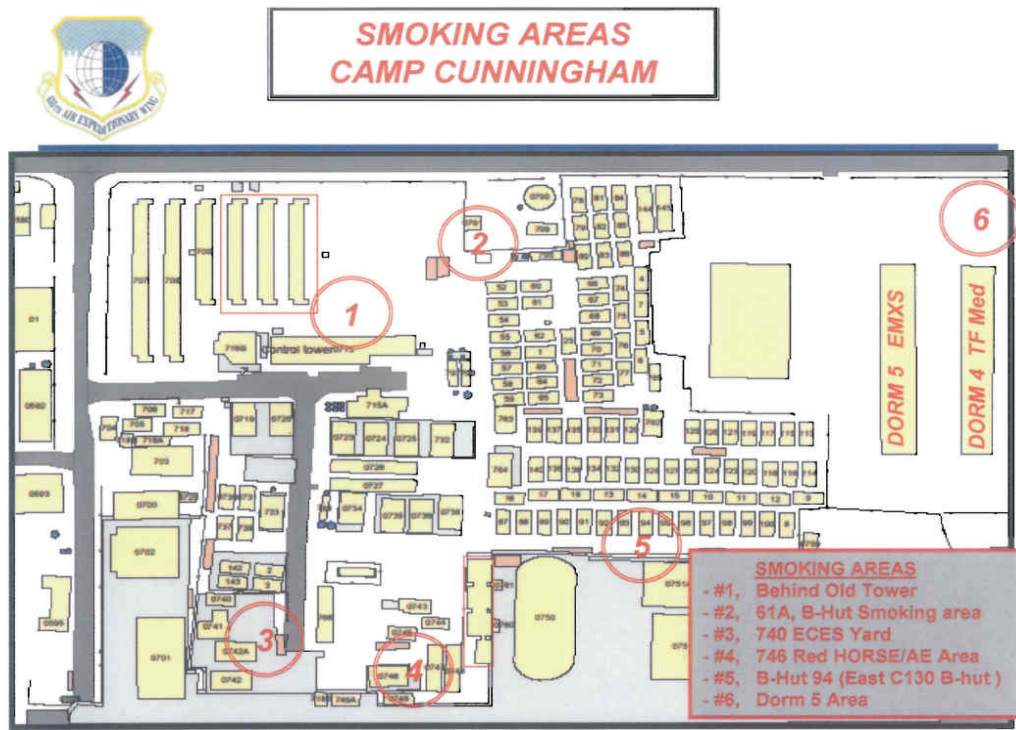
- 2.2.9 Tobacco use area distance must be more than sufficient so as not to allow smoke to be drawn into the building through openings in doors, windows, and/or air intake units.
- 2.2.10 When possible, commanders will designate outdoor tobacco use areas that are reasonably accessible to employees and provide some protection from the elements.

BAF Fire Prevention Guide, Attachment 3:

- Smoking areas shall be a minimum of 50 feet away from flammable/combustible liquid or gas storage areas.
- Smoking areas shall be 15 feet from any facility and 25 feet from the facility main entrance.
- Smoking is not permitted within 15 feet of any wooden building and within 25 feet of tents.
- Smoking materials are to be discarded only in approved receptacles (metal butt cans).
- Receptacles cannot be attached to a structural part of the tent or building.
- Smoking areas will have a minimum 2A/40BC rated fire extinguisher within 10 feet.
- Designated areas will be clearly posted with a sign, "Smoking Area."

Additional References:

Smoking is not permitted within 50 feet of aircraft hangars, aircraft repair docks, paint shop, or buildings where flammable gases are used.



Attachment 3

Facility Management

A3.1. Facility Manager (FM) Designation

A3.1.1. Commanders will designate primary and alternate FMs for unit work centers. Each facility in Air Force-managed camps and within the senior airfield authority will be managed by a designated FM.

A3.1.2. The senior enlisted military member residing in the B-Hut living facility will serve as the FM. 455 EFSS Services personnel will perform FM duties for the brick-and-mortar dormitory and RLB structures.

A3.1.3. The identity and contact information of FMs and associated facilities will be reported to 455 EFSS Services and the Camp Mayor monthly, and as changes occur.

A3.2. FM Responsibilities

A3.2.1. The Camp Mayor will serve as the Fire Warden for the facilities in Camp Cunningham and Camp Yoon, and will comply with the *Bagram Fire Prevention Guide*, promote and monitor fire safety in and around the facility, and:

A3.2.1.1. Brief personnel on maintaining fire-safe conditions.

A3.2.1.2. Brief personnel on procedures to report a fire or fire hazard, and proper actions to take in the event of a fire or other emergency, including designating a rally point for accountability following evacuation.

A3.2.2. The Camp Mayor will submit work orders for any construction or facility modification. The EMSG/CC is the approval/disapproval authority.

A3.2.2.1. Make service/repair calls to KBR or other applicable service/repair organization.

A3.2.3. Enforce good housekeeping practices in and around the living facility. FM will ensure areas in and around the facility maintain a clean, neat and orderly appearance at all times, and remains free of clutter, debris, or trash. When necessary, the FM will ensure sandbags around the facility are restacked and/or replaced.

A3.2.4. Verify personnel status and accountability, and assist 455 EFSS Services and PERSCO personnel as needed.

A3.2.5. Post living space assignment charts near residents' room doors and on/near the main entrance to the living area. FM will ensure bed assignment charts are updated and provide 455 EFSS Services the current edition.

A3.2.5.1. Changes to living space assignments must be coordinated through the respective first sergeant and approved by 455 EFSS Services. If difficulties are encountered with living space assignments, personnel must try to resolve the problem through the FM.

A3.2.6. Ensure occupants adhere to the standards established in this instruction and attempt to resolve disputes. Disputes that cannot be resolved will be referred to the respective first sergeant and/or commander.

A3.3. The Camp Mayor may task personnel assigned to the facility to assist with FM duties and tasks.